

7.6 Summary of What's Required for Executive Orders & Administrative Orders:

	Executive Order: (New division, department, cabinet, or a title change of such)	Administrative Order: (New branch, section, unit or a title change of such)	Who to Call for Information
Reviews ¹ are required by: Cabinet Head of initiating agency Secretary of the Cabinet Governor's Off. for Policy & Management Finance Accounts Personnel Cabinet - Secretary Personnel Cabinet --Personnel Administration Personnel Cabinet --Classification Social Security Administration Interim Joint Legislative Committee (per KRS 12.028)	 Y Y Y Y Y Y Y Y ² Y	 Y N Y N Y Y Y N N	 2611—Allyson Handley 7300--Policy Advisor 7750--Div. of Accounts 7430--Secretary 2428—Dept. for Personnel Admin. 3-0318-Classification 3952--Social Security Adm. 8100--LRC
Documents are created as follows: Personnel Actions Labor distribution numbers Account numbers	 Y ³ Y ⁴ Y	 Y ³ Y ⁴ Y ⁵	 6873--Processing Supervisor 6883--Payroll Supervisor 7750--Div. of Accounts
Copies of approved orders must be filed as follows: Governor's Off. for Policy & Management Personnel Cabinet Secretary of State LRC Initiating Agency	 Y Y Y Y Y	 Y Y N N Y	

¹Approvals, per se, are not required for agencies headed by constitutional officers (KRS 12.028); as a practical matter, however, central computer/administrative systems require some consideration when contemplating changes of this nature. Consequently, reviews in that regard are necessary.

²Only if a new cabinet or department is created.

³If only a title change, system changes can be made without P-1 generation.

⁴Required only if new accounts are established or old ones deleted.

⁵Required only if accounting-type reporting is to be below division level.